

**WORKSHEET TO DETERMINE
REIMBURSEMENT FOR REGISTRATION FEES**

Child's Name	For Agency Use
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Check one box only under each item (A) - (D):

- (A) TYPE OF CARE: ☐ Center Child Care ☐ Family Day Care
(exclude In-Home/Exempt Care)
- (B) AGE GROUP OF CHILD: ☐ Under 2 years ☐ 2 - 5 years ☐ 6+ years
- (C) STATUS OF CARE: ☐ Part-time ☐ Full-Time
- (D) TYPE OF PAYMENT: ☐ Hourly ☐ Daily ☐ Weekly ☐ Monthly
- (E) APPLICABLE REGIONAL MARKET RATE (RMR) CEILING: \$ _____
- (F) PROVIDER RATE: \$ _____
- (G) PROVIDER REGISTRATION FEE: \$ _____
- (H) NUMBER OF MONTHS THE FEE WILL COVER: _____

Is the registration fee within the Regional Market Rate (RMR)? (See reverse for instructions.)

STEP 1: _____ / _____ = _____
(G) (H) (I)

STEP 2:

a. If (D) = monthly, go to Step 3

b. If (D) = weekly, _____ / 4.33 = _____
(I) (J)

c. If (D) = daily, _____ / 5 = _____
(J) (K)

d. If (D) = hourly, _____ / 6 (F/T) or 5 (P/T) = _____
(K) (L)

STEP 3: _____ + _____ = _____
(F) (I, J, K, or L) (M)

STEP 4: _____ (adjusted child care payment amount)
(M)

_____ (ceiling level)
(E)

Is (M) less than or equal to (E)? ☐ Yes ☐ No

If yes, then **ALL** of the fee is an allowable child care expense.

If no, then that portion of the fee which is **equal to** the RMR ceiling level is an allowable child care expense.

INSTRUCTIONS

Complete Items (A) through (H).

Step 1: Divide (G) the registration fee by (H) the number of months the fee will cover, resulting in the monthly allocations of the registration cost (I).

Step 2:

- a. If (D) is monthly, proceed to Step 3.
- b. If (D) is weekly, complete as follows: divide the monthly allocation of the registration (I) by 4.33, resulting in the weekly allocation of the registration cost (J). Proceed to Step 3.
- c. If (D) is daily, complete Step 2 b. (above) and then complete Step 2 c. as follows: divide (J) the weekly registration cost by 5, resulting in the daily allocation of the registration cost (K). Proceed to Step 3.
- d. If (D) is hourly, complete Steps 2 b. and c. (above) and then complete Step 2 d. as follows: divide (K) by 6 for full-time enrollment or by 5 for part-time enrollment, resulting in the hourly allocation of the registration cost (L). Proceed to Step 3.

Step 3: Add (F) the actual childcare cost to (I, J, K, or L) the monthly, weekly, daily or hourly allocation of the registration cost, which equals the adjusted childcare payment (M).

Step 4: Compare the adjusted childcare payment amount (M) with the appropriate rate ceiling (E). If the adjusted payment is less than or equal to the RMR ceiling, then **ALL** the fee is reimbursable. If the adjusted payment is greater than the RMR ceiling, then that portion of the registration fee, which is **equal to** the RMR ceiling, is an allowable child care expense.